



## EES Employer Reporting user manual

EES Employer Reporting (EES ER) is an employer tool for creating and submitting quarterly payroll reports securely to PEBA. It is designed specifically for employers who do not upload a quarterly data file from their payroll system.

Please note that while using EES ER, selecting the back button in the browser may cause confusion on detail records and could undermine progress in preparing a report for submission. Please use navigation bars and links to other pages instead.

### Getting started

From the EES homepage, select *Employer Reporting*.

#### Employer Reporting

Deposit Forms, Quarterly Reporting Data, and Employer Transaction Errors

Next, select *EES ER*, using either the button at the right side of the screen or in the Quarterly Data Submitted column.

Month	Due Date	Deposit Process Date	Quarterly Data Submitted	Status
Jun 2021	08-02-2021	<a href="#">Deposit Form</a>	<a href="#">EES ER</a>	

To properly navigate EES ER, use the navigation bar.

<a href="#">Browse Headers</a>	<a href="#">Add Header</a>	<a href="#">Browse Personnel</a>	<a href="#">Add Personnel</a>
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Quarterly reports are maintained under *Browse Headers*. New reports are added under *Add Header*.

The personnel file of EES ER acts as a database and includes employee-specific information for use in creating the quarterly reports. All employees must have a record in *Browse Personnel* before they can be included on a quarterly report. Employees can be added to the personnel file under *Add Personnel*. View and maintain the personnel file under *Browse Personnel*.

### Personnel files

#### Adding personnel

To add an employee to the personnel file, select *Add Personnel* to bring up a data entry page.

1. Enter the Social Security number (SSN) and re-type the SSN for verification.
2. Enter the First Name and Last Name.
3. Select the account type from the dropdown box. Acceptable values are:
  - 1 = SCRS
  - 4 = PORS
  - 9 = State ORP, if applicable. If the employee has elected State ORP, select the service provider from the dropdown box.

4. Select the employee's contract length. The contract length indicates the number of months in the fiscal year in which the employee receives a paycheck, not the number of months the employee works.
5. If the employee is a retired member, select *Yes* from the retiree dropdown box.
6. Enter a location department code for the employee, if applicable.
7. Add any pertinent information that should be recorded for the employee's personnel file in the *Comments* box.
8. When you finish entering the information, select *Add Entry*.

### Modifying or deleting existing personnel

To modify or delete an employee's personnel file, select *Browse Personnel*.

Open the personnel record by selecting the SSN. Modify the information and select *Update*. To delete the personnel record of an employee, select *Delete*.

### Reminders for personnel files

When maintaining the personnel file, please observe the following:

- Modifications to personnel files should be made routinely to keep the file current.
- When adding a new employee or changing an employee's name, please submit an EES Retirement Plan Enrollment or [upload](#) a [Name/Address Change Form](#) (Form 1239).
- When modifying an employee from Active status to Retired status, submit the retiree's Return-to-Work date in EES. The Return-to-Work date indicates when the employee returned to employment after their date of retirement and is a required data point.
- The personnel file for a terminated employee may be retained for future reference. However, if you wish to remove terminated employees, **do not delete that employee's personnel record until after their final quarterly payroll data has been submitted to PEBA.**

### Creating new quarterly payroll reports

To create a new quarterly payroll report, select *Add Header*.

1. Select the quarterly Period Begin and End Date from the dropdown boxes.

Period Beg Date	<input type="text" value=""/>
Period End Date	<input type="text" value=""/>
Total Members	<input type="text" value="0"/>
Total Member Contributions	<input type="text" value="0"/>
Create Header from Previous Report?	<input type="text" value="Yes"/>
<input type="button" value="Add Report"/> <input type="button" value="Cancel"/>	

2. Enter the total number of employees on the quarterly payroll report.
3. Enter the total amount of member contributions from the quarterly payroll report.
4. Select Yes if you wish to create the header from a previous quarterly payroll report. The records from the previous quarterly payroll report will be added to the new report. The Months Paid Cycle, Quarterly Salary and Member Contributions for each employee on the report must be completed after the report is created.
5. Select *Add Report*.

### Entering detail information

Once a header is added, to enter the detail information, select *Browse Headers*.

Report Number	Cycle	Begin Date	End Date	Submitted Date
<a href="#">6</a>	Quarterly	01-01-2021	03-31-2021	

Each quarterly payroll report has a sequential Report Number. The Submitted Date is the date the employer completes the report and submits it to PEBA. Once a report is submitted to PEBA, the report becomes a browse-only file. If a submitted report needs to be changed or deleted, please contact your Employer Reporting representative at PEBA. To access a particular report, select the Report Number.

When reviewing a previously submitted report, this is what you'll see:

<a href="#">View Report Detail</a>	Report number: <b>35</b>
	Reporting Cycle: <b>Quarterly</b>
	Period Beg Date: <b>07-01-2016</b>
	Period End Date: <b>09-30-2016</b>
	Total Members: <b>14</b>
	Total Member Contributions: <b>9,963.46</b>

When accessing a report for modification and submission, this is what you'll see:

<a href="#">View Report Detail</a>	Report number <b>6</b>
	Period Beg Date <input type="text" value="01-01-2021"/>
	Period End Date <input type="text" value="03-31-2021"/>
	Total Members <input type="text" value="2"/>
	Total Member Contributions <input type="text" value="900.00"/>
	<input type="button" value="Update Header"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>

Update the header information, if necessary. Please note that deleting the header deletes the report and any information previously entered.

To add detail records or update previously completed detail records, select *View Report Detail* from this screen.

The header information is displayed and the detail information updates as records are modified/added. The report can be sorted by SSN, Employee Name or Dept Code.

Header Information		Detail Information				
Report Number: <b>6</b>		Detail Count: <b>3</b>	SCRS	PORS	ORP	
Detail Count: <b>2</b>		Active Salaries:	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Member Contributions: <b>900.00</b>		Retired Salaries:	<b>0.00</b>	<b>0.00</b>		
Begin Date: <b>01-01-2021</b>		Total Salaries:	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
End Date: <b>03-31-2021</b>		Active Contributions:	<b>0.00</b>	<b>0.00</b>		
<a href="#">Printable Version of Report</a>	<input type="button" value="Submit Report"/>	Retired Contributions:	<b>0.00</b>	<b>0.00</b>		
		Total Contributions:	<b>0.00</b>			
Previous   Next		SSN: <input type="text"/>	<input type="button" value="Add New Detail"/>			
Report Detail Sorted by Social Security Number						
SSN	Employee Name	Salaries	Contributions	Dept Code	Retiree Ind	Account

If *Yes* was selected when the header was created, the records from the previous quarterly report will appear and are ready for modification. Select an employee's SSN to update the record.

Contract Length and Local Dept will populate based on information in the personnel file but can be changed if necessary.

1. Enter the Months Paid Cycle.
2. Enter the Quarterly Salary and Member Contributions. Program edits require the correct percentage of Member Contributions for the Quarterly Salary.
3. Select *Update* to add the record.
4. A *Detail record updated successfully* message will appear when the record is added.
5. Select the next SSN to update until all records have been updated.

## Adding new records or deleting/changing existing records

### Adding new records

Employees who began participation in one of the retirement systems after the end of the previous quarter will not be on the new quarterly report you create. To add new participants to the quarterly report, you must first create a personnel record for the new employee (see *Adding personnel*).

Once the personnel record is added, the new employee is added to a report by entering the employee SSN into the SSN field. To add the record, select *Add New Detail*.

Enter the detail information for Months Paid Cycle, Quarterly Salary and Member Contributions. Select *Add Entry*. A *Detail record updated successfully* message will appear when the record is added.

### Deleting records

If an employee record should be deleted from a report, select the SSN. Select the *Delete* button. Select *Yes* to confirm the deletion or *No* to retain the record. A *Detail record deleted successfully* message will appear when the record is deleted.

## Changing existing records

If an employee retires in the middle of a quarter, and both active and retiree Quarterly Salary and Member Contributions must be reported for the same quarter, follow these steps:

1. Enter the active wage amount on the detail line that was added when the report was created. This reflects the active wage amount.
2. Enter the member's SSN in the SSN box and select *Add New Detail*.
3. Change the Retiree dropdown box to *Yes*.
4. Enter the retired member Months Paid Cycle, Quarterly Salary and Member Contributions.
5. Select *Add Entry*.

The member will have two records in the detail – active and retiree. Note that the personnel file will not change based on these changes in the detail records. Additionally, when the next quarterly report is created, the active detail record will exist. Delete this record and make the appropriate corrections within the personnel file.

If an employee changes systems in the middle of a quarter, follow these steps:

1. Enter the active wage amount on the detail line that was added when the report was created. This reflects the wage amount for the original system.
2. Enter the member's SSN in the SSN box and select *Add New Detail*.
3. Change the Account dropdown box to the new system.
4. Enter the Months Paid Cycle, Quarterly Salary and Member Contributions for the new system.
5. Select *Add Entry*.

The member will have two records in the detail – original and new system. Note that the personnel file will not change based on these changes in the detail records. Additionally, when the next quarterly report is created, the original system's detail record will exist. Delete this record and make the appropriate corrections within the personnel file.

When an employee changes their last name, follow these steps:

1. Select *Browse Personnel*.
2. Select the SSN and overwrite the Last Name with the member's new name. Select *Update*.
3. A *Personnel record updated successfully* message will appear once updated.

The name change is completed in the personnel file, but the detail record may need to be modified. Copying the detail information from a previous report pulls in the information exactly as it was submitted on the previous report. In this case, the previous last name will still be reflected.

1. Select *Browse Headers*.
2. Select the Report Number and then, *View Report Detail*.
3. Select the SSN from the records and select *Delete*. Confirm the deletion by selecting *Yes*.
4. Enter the SSN into the SSN box and select *Add New Detail*.
5. Note the new last name and enter the Months Paid Cycle, Quarterly Salary and Member Contributions.
6. Select *Add Entry*.

The new Last Name from the personnel file will be reflected in this record.

## Balancing and submitting a report

Detail Information will update with each entry so totals can be compared to the Header Information. The Detail Count and Member Contributions/Total Contributions must match for the report to be successfully submitted.

Header Information	Detail Information			
Report Number: <b>6</b>	Detail Count: <b>2</b>	SCRS	PORS	ORP
Detail Count: <b>2</b>	Active Salaries:	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>
Member Contributions: <b>975.00</b>	Retired Salaries:	<b>0.00</b>	<b>5,000.00</b>	
Begin Date: <b>01-01-2021</b>	Total Salaries:	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
End Date: <b>03-31-2021</b>	Active Contributions:	<b>0.00</b>	<b>487.50</b>	
<a href="#">Printable Version of Report</a> <input type="button" value="Submit Report"/>	Retired Contributions:	<b>0.00</b>	<b>487.50</b>	
	Total Contributions:	<b>975.00</b>		

If needed, the Header Information can be updated.

1. Select *Browse Headers*.
2. Select the Report Number.
3. Update the Total Members (Detail Count) or Total Member Contributions, as needed.
4. Select *Update Header*.
5. A *Header record updated successfully* message will appear.

Once the detail information is entered, and the detail count and contribution totals from the Detail Information match the Header Information, select *Submit Report*.

1. Select *Yes* to submit the report.
2. A *Report ## submitted successfully* message will appear.

Report Number **6**  
Total Details **3**

Once the report has been submitted, no more changes can be made.  
**Are you sure you want to submit this report?**

If an error exists, a “Report Error” message with a description of the error will appear. Review the Header

Information and Detail Information for any discrepancies and update accordingly. Any employees listed on the detail report with zero Quarterly Salary must be deleted from the report, and subsequently the Detail Count adjusted on the Header Information.

A printable version of the report is available in the Header Information.

## Important reminders

The Quarterly Deposit Form and remittance must be submitted to PEBA. Make sure the EES ER totals match the Quarterly Deposit Form. Out-of-balance reports cause delays in processing.

Please routinely check the status of the submitted quarterly data under *Employer Reporting* in EES. The *Error correction required* message will appear if error transactions exist that require your attention.

If an error occurred on a previously submitted report and that report is copied for the next quarter, errors from the previous report, excluding Months Paid Cycle, Quarterly Salary and Member Contributions, will be copied into the new report. When the new report is created, the information will be pulled into the new report exactly as it was submitted to PEBA on the previous report. It will not incorporate any changes that were made at PEBA after the report was received.

There are numerous edits within EES ER to ensure that a report has the best chance of processing successfully when it is submitted.